

## Bid Notice Abstract


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### Request for Quotation (RFQ)

**Reference Number** 10967248

**Procuring Entity** DEPARTMENT OF TOURISM

**Title** Procurement of Tokens and Giveaways for Film and Sports Tourism

**Area of Delivery**  [Printable Version](#)

<b>Solicitation Number:</b>	RFQ NP-SVP 2024-06-0220	<b>Status</b>	Active
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	<a href="#">3</a>
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	<a href="#">0</a>
<b>Classification:</b>	Goods	<b>Document Request List</b>	<a href="#">5</a>
<b>Category:</b>	Corporate Giveaways	<b>Date Published</b>	20/06/2024
<b>Approved Budget for the Contract:</b>	PHP 299,982.02	<b>Last Updated / Time</b>	20/06/2024 12:00 AM
<b>Delivery Period:</b>		<b>Closing Date / Time</b>	24/06/2024 10:00 AM
<b>Client Agency:</b>			
<b>Contact Person:</b>	NAZER NIÑO L ALLANIGUE Administrative Officer I 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425  nlallanigue@tourism.gov.ph		

#### Description

##### TECHNICAL SPECIFICATIONS

PROJECT TITLE : PROCUREMENT OF TOKENS AND GIVEAWAYS FOR FILM AND SPORTS TOURISM

##### MINIMUM REQUIREMENTS

1. Must be PHILGEPS- Registered
2. Must have been in the business for not less three years, preferably a producing company/manufacturer
3. Willing to provide services on a send bill arrangement
4. Must be deliver the product on or before July 5 ,2024.
5. Must be willing to provide warranty/ return and exchange of defective items.
6. Submission of actual materials to the end-user within 5 days after the receipt of funded Purchase request.
7. Approval of the sample by the end user within 5 days upon receipt of the sample.

##### SCOPE AND DELIVERABLES

Pen Holder wood

Quantity 80Pcs

Material Lightweight wood and Stainless

Size See attached desi n with size

Desi n See attached desi n

2 Pen Holder Ball

Quant 80Pcs /

Material Plastic

Size See attached desi n with size

3 Keyboard Mat Pad

Quantity 80 s

Material Anti-slip Rubber Base; soft, smooth

Size See attached image

Desi n See attached desi n

Travelling Pouch

Quantity 80 pcs

Material Spill proof Synthetic Leather with zipper and wrist strap

Size L-6.5in H- 3.5in W- 3.5in

Desi n See attached desi n

5 Han in Travel Organizer

Quantity 80 s

Material Water proof Cationic Fabric + Pot ester

Size 10" x 2.56" x 6.5"

Desi n See attached desi n

Stress Ball

Quantity 74 Pieces

Material Closed-cell I urethane foam rubber

Size 7 centimeters 2.8 in in diameter

Desi n See attached desi n

7 Polo shirt

Quantity 100 pcs /

(50pcs)- Sports Tourism

(50pcs)-Film Tourism

Material 100% Polyester fabric/

Size 10 Small 15 Medium 15 Large 10 X-Large- Sports

10 Small 15 Medium 15 Large 10 X-Large-Film

Design See attached design

8 Corporate Jacket

Quantity 12pcs /

(6pcs)- Sports Tourism (Dark Blue)

6 s Film Tourism (Black)

Material American Twill and Brushed Twill with 100 embroidery

Size Sports Tourism (Dark Blue) (3 Medium), (2 Large)

Film Tourism (Black) (3 Medium) , (2 Large)

Desi n See attached design

9 Diffuser with Packaging

Quantity 80 P

Material Glass

Color 20 Charcoal Grey , 40 Black and 40 Clear

Size 100 ml

Desi n See attached design

10 Diffuser Refill

Quantity 80 s

Scent Three scent: sample to be approved after the presentation of five (5) proposed scents by the supplier

\*the number of scents to be processed may vary on the approved scent of the end-user

Size/Weight 100ml

11) Abaca Tote bag for packaging)

Quantity 80

Material Abaca and Linen

Size 32x14x35cm

Color 16 Green, 16 Yellow, 16 Red, 16 Navy Blue and 16 Orange

Desi n See attached design

12 Scented Candies

Quanti 80

Scent Three scent: sample to be approved after the presentation of five (5) proposed scents by the supplier

\*the number of scents to be processed may vary on the approved scent of the end-user

Size 8.5\*9.4cm - Wax 350

Material Ceramic

Desi n See attached desi n

**BUDGET**

The total allocated budget for the abovementioned products is Two Hundred Ninety- Nine Thousand Nine Hundred Eighty-Two Pesos and 02/100 (Php 299,982.02) covering all products and services related expenses including taxes and other fees. Project expenses shall be charged to the attached 2024 OFST Work Financial Plan Program.

**V. PAYMENT PROCEDURE**

Payment shall be processed after completed delivery and acceptance of the tokens/giveaways to DOT Office, and upon receipt by the end user of the statement of account based on the government payment procedure.

**VI. COMPLIANCE TO SPECIFICATIONS/PROVISION**

Non-submission of required sample works and materials to be used shall be ground for disqualification of bid;

The Winning Bidder may, however, suggest changes in the design and materials to be used which might improve the look and quality of the IC materials/tokens, provided that the amount of the bid will not exceed the Total Budget, and the suggested charges have been approved by the end-user;

The Winning Bidder shall warrant its performance in accordance with the specifications as stated in this Technical Specifications and its annexes, and design/concepts as approved by the DOT-End User and that any and all resulting defects or deviations shall be corrected by the Winning Bidder at its own expense immediately upon being informed by the DOT-End User;

The Winning Bidder shall keep in confidence all confidential information provided by the DOT End User and shall not use, reproduce, nor disclose to others the approved and bidding codes, except to those persons entrusted/authorized by the DOT-End User.

**VII. PROJECT OFFICER I CONTACT PERSON**

PAULA KATRINA TABORA Office of Film and Sports Tourism paulatabora@tourism.gov.ph 0948-767-1252, loc. 526

**Other Information**

Eligibility Requirements

1. Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zone Area,

In cases of recently expired Mayor's/Business permits, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal within period prescribed by the local government unit.

2. PhilGEPS Certification/ Registration Number.

3. Original or Certified True Copy of Duly Notarized Omnibus Sworn Statement

Note: Kind submit your proposals together with your eligibility requirements thru email and send it to nlallanigue@tourism.gov.ph on or before June 24, 2024 at 10:00 am. Late and unsigned quotations shall not be accepted.

**Created by** NAZER NIÑO L ALLANIGUE  
**Date Created** 19/06/2024

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